

CEC Meeting Minutes

held on 26/11/19



EssexBeekeepers'Association

Voting Members:

JR	Jane Ridler	Chair	Apologies
TR	Tony Rand	General Secretary & Colchester Trustee	Present
PS	Paras Shah	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Present
GM	Glenn Mayes	Dengie Hundred & Maldon	Present
DM	Don McHale	Epping Forest Trustee	Present
VW	Vanessa Wilkinson	Saffron Walden Trustee (RR as proxy)	Apologies
VA	Vernon Amor	Southend Trustee	Present
NH	Holmes	Harlow Trustee	Apologies
BM	Bridget Mudd	Braintree Trustee	Present
PW	Paul Wiltshire	Romford Trustee	Apologies

Officers / Members:

PA	Pat Allen	Membership Secretary & President	Present
RS	Robert Silver	Editor of Essex Beekeeper	Apologies
RR	Richard Ridler	BBKA Delegate	Present
PT	Pauline Tidmas	Secretary of Essex Show	Apologies
TG	Ted Gradosielski	Chair of Governance	Present
JM	Jim McNeill	National Honey Show Delegate	Absent
SG	Stephanie Green	Exam Secretary	Apologies
GMD	Garth Milford	eR2 Implementation Manager	Apologies
KL	Katy Langley	Bee Health Secretary	Present
SA	Salma Attan	Bee Health Secretary	Present

In the absence of VW RR agreed to take the minutes.

1. Nominations to Chair Meeting

TR was elected unanimously being was the sole nominee.

2. Apologies for Absence

As above

3. Minutes of Last Meeting

a) Approved unanimously and signed by TR with one change:

In item 3 point 5:

Action: JR suggested that a sub-committee meeting be set up by informed trustees and a meeting arranged for divisional representatives to attend so that questions could be answered.

Replaces:

Action: JR to ask GMD to lead and support a subcommittee meeting for divisional representatives to sort out queries.

ACTION – TR to send signed minutes to NH for him to upload to website.

4. Matters Arising & Actions from Last & Earlier Meeting

These actions were not covered by agenda items:

Action: JR to remind Peter Aldridge about contacting PS for banner payment – done

Action: Trustees to contact their Membership Secretaries to inform GMD about their

subscription items and remind them to update swarm lists – assume done

Action: JR to ask GMD to lead and support a subcommittee meeting for divisional representatives to sort out queries – changed, see item 3 not done but superseded see item 7

Action: TG and PS to agree on wording for the Membership Forms and inform Membership Secretaries – done

Action: TG/PW to provide Accident Report Form and Sample Risk Assessment Form to accompany the Health and Safety Policy – superseded see item 6

Action: PW to provide a Diversity Statement and Environmental Statement for consideration by the CEC in November – superseded see item 6

Action: VW to amend approved Draft Minutes of September meeting for addition to the website – done

Action: JR to contact GMD about organising appropriate eR2 user rights for RS -done

Progress reported on uncompleted actions from earlier meetings is recorded in the table below.

5. Treasurer's Report

PS reported that the bank balance is currently £23,944, that the income and expenditure account has a deficit of £4,500 but that Gift Aid and one division's capitation is due. He explained that due to changes in his circumstance he regretted that he would not be able to continue as treasurer beyond the 2020 AGM.

PA showed the improvements to the Presidents chain of office, everyone was impressed.

ACTIONS

- ALL TRUSTEES to ask their treasurers to send gift aid returns to PS for 2018 and 2019
- PS to re-send 2020 subscription rates to treasurers including those for juniors and associates.

6. Governance

- a) Health & Safety Policy - TG reported that an amended policy with an accident report form and a risk assessment form would be available for consideration and approval at the next meeting. He explained that the policy required the CEC and divisions to appoint safety officers.
- b) Diversity Policy – TG reported that it is being developed
- c) Trustee Handbook – Postponed until next meeting in VWs absence.
GDPR Policy – TG reported that the policy was due for its annual review in January. TR confirmed that the GDPR and the EBKA Privacy Policy applies to all third party requests for membership information, irrespective of the source of any enquiry. This is a legal requirement so all trustees are responsible for its observance. A robust discussion took place.

7. eR2

JT described the good progress made by Chelmsford division in implementation and offered advice and guidance to other divisions. She explained why fields would be set at divisional rather than county level. She suggested that the CEC would benefit from using the system and clarified the role of GMD.

8. BBK ADM

It was agreed unanimously that RR should be free to vote according to his judgement without any mandates from CEC.

9. 2020 AGM

It was agreed that Abi Lowe should receive a fee of £40 and reimbursement of her train fare. TR reported that a room at Writtle is booked provisionally.

10. AGM Propositions

a) Annual Subscriptions

It was agreed that the following proposition go forward:

That the CEC should have authority to set subscription rates. (voting: 1 against rest for)
ACTION - TR to investigate need for related rule change and draft for consideration at AGM.

b) CIO

TR reported that good progress was being made, that he would inform the AGM accordingly and that when ready he expected to call an EGM.

It was agreed unanimously that TR should continue this work and that a letter of indemnity be sent to John Rhodes the member who is a solicitor acting as advisor.

c) Nomination of Trustees & County Officers

ACTION – all current trustees and officers to tell TR of their intentions to continue or resign their positions and to inform TR of any nominations.

d) Proposal that Clive de Bruyn be offered County Life Membership.

Agreed unanimously.

e) AGM Details to be Published in February Essex Beekeeper

ACTION – TR to provide details to editor.

11. CIO Update

See item 10 b

12. CEC Events Update

a) Annual Conference Grants – RR reported that he did not know if SW Div has applied. JT reported that it's too early for Chelmsford to decide.

b) Train the Trainers Day – it was agreed unanimously that £50 could be spent on accommodation and that a light lunch and refreshments should be funded by the CEC for attendees.

- c) AGM Speaker Expenses – see item 9
- d) Ted Hooper Lecture...
ACTION – KL to circulate plans.

13. Divisional Reports

No discussion about the reports took place.

14. Secretary's Reports

No discussion about the reports took place.

15. Correspondence

None.

16. AOB

- a) BM asked if the CEC might underwrite the cost of a coach to Stoneleigh.
 - b) KL asked if the CEC might fund items for use by divisions to support education about pests and diseases.
- Both were invited to put costed proposals to the next meeting.
- c) £33 was approved at the request of KL for accommodation for an AHATs meeting

NEXT MEETING 19.30 Tuesday 7th January at Boreham Village Hall CM3 3JD

Actions from meeting before the last one not completed:

Action date	Owner	Action	Action due date	Update	Status
14/5/19	VW	Check wording of Junior Membership for Trustee Handbook and reword if necessary.	23/6/19	Junior Membership to be discussed by the CEC later in the year	open
14/5/19	PS	Provide financial forecast for EBKA for a CEC meeting later in the year.			open
23/7/19	JT	Contact Peter Aldridge re payment to him for last year's banner cost.	24/9/19	JR to remind Peter to contact PS	Completed
23/7/19	PS	Amend incorrect heading on 2019 financial statement; Send copy of Gift Aid Declaration Form to CEC	24/9/19		Completed
23/7/19	RR	For BBKA ADM Meeting: Raise concerns about the introduction of eR2; propose that BBKA review Basic Assessment information and appoint more examiners in East	?		Closed – to late for next 2020 ADM. Could go to 2021 ADM.

		Anglia for the Honey Bee Health Certificate			
23/7/19	CEC	Contact VW with any amendments to updated sections of the Trustee Handbook.	24/9/19		open
23/7/19	TR	Prepare more information on the process of EBKA becoming a CIO	24/9/19	TR contacted John Rhodes for legal assistance with CIO process	Closed – transferred to agenda item 11
23/7/19	Trustees	Trustees to provide KL and SA with the names of their divisional Bee Health Officers	?		open
24/9/19	JR	Remind Peter Aldridge to contact PS for banner payment.	26/11/19		Completed
24/9/19	Trustees	Ask Membership Secretaries to inform GMD about subscription items and to update swarm lists	15/10/19		Closed – overtaken by eR2 implementation
24/9/19	TG/PS	Agree wording for Membership Forms and inform Membership Secretaries	26/11/19		Completed
24/9/19	TG/PW	Provide Accident Report Form and Sample Risk Assessment Form to accompany the Health and Safety Policy	26/11/19		Closed – but see agenda item 6a
24/9/19	TG/PW	Provide wording for a Diversity Statement and Environmental Statement for consideration by the CEC in November	26/11/19		Closed – see agenda item 6
24/9/19	JR	Contact GMD about organising appropriate eR2 user rights for RS.	1/10/19		Completed
24/9/19	TR	Contact Writtle College about price of room for the AGM.	26/11/19		Closed see agenda item 6a

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 7 January 2020